Jahanzaib

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CAREER OBJECTIVE

To build a career with a leading corporation in marketing and mechanical sector. To explore myself fully, refine my skills and realize my potential, looking to work in a challenging and creative environment with other committed people.

ACADEMICS

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| --- | --- | --- | --- |
| DEGREE | YEAR | UNIVERSITY/COLLEGE | Division/Percentage |
| BS (Hons) Economics | 2010-2014 | University of Gujrat | 1st/ (61.4 % ) |
| Intermediate (FA) | 2009-2010 | Govt Commerce College | 1st/ (65%) |
| Matriculation | 2007-2008 | Govt. High School Jandanwala Gujrat | 2st/ (55%) |

WORKING EXPERIENCE

* Working As Sales Officer in ASKARI BANK PAKISTAN from May 2014 to July 2015
* Working As Assistant Manager at PIZZA HUT PAKISTAN from July 2015 to Dec 2015
* Working As Production Coordinator in SAFE MIX READY CONCRETE CO & UNITED ENGINERING CO (UNEC) UAE From January 2016 up to now.

Duties & Responsibilities

* Daily checked and order the needed equipment for manufacturing plant and sites.
* Daily report to branch manager about the current production of all plants.
* Very good knowledge of mechanical works and maintain about the plant machinery.
* Follow up the orders and its accuracy with the plant operators and site coordinator.
* Summarize the mix design with the technical department and ensure it in the local purchase order.
* Making production schedule for all batching plants and for customers.

PROFESSIONAL SKILLS

* Microsoft Office
* Microsoft Excel
* Technical Presentations
* Proposal Writing

LANGUAGES

* English
* Arabic
* Urdu
* Punjabi

HOBBIES & EXTRA-CURRICULAR ACTIVITIES

* Reading books
* Internet surfing
* Hiking and outdoor trips
* Volleyball